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TO: Income Maintenance Supervisors

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W-2 Agencies Training Staff

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FROM: Sabrina Mandel, Section Chief

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BEPS/BELP/BWF OPERATIONS MEMO							
No: 16-J2							
DATE: 04/05/2016							
FS	\boxtimes	MA 🔀	BC+ 🗵				
SC	Ш	CTS 🖂	FSET				
CC	\boxtimes	W-2 🔀	EA 🗌				
CF		JAL 🗌	RAP 🗌				
Other EP *							

SUBJECT: CARES CHANGES FOR TRIAL EMPLOYMENT MATCH PROGRAM
TIME LIMITS AND SUBSIDIZED EMPLOYMENT INCOME

CROSS REFERENCE: DHS Operations Memo 14-44

BWF Operations Memo <u>16-03</u> Joint Operations Memo <u>14-J3</u>

FoodShare Wisconsin Handbook, Sections <u>4.3.2.1 Counted</u>
<u>Earned Income</u> and <u>5.1.1 Transitional FoodShare Benefits (TFS)</u>
BadgerCare Plus Eligibility Handbook, Section <u>16.2 Income</u> Types

Not Counted

Medicaid Eligibility Handbook, Section <u>15.3.28 Wisconsin Works</u>

Payments

Wisconsin Shares Child Care Subsidy Policy Manual Section 1.5.3

W-2 Manual Sections <u>7.3, 7.5.1</u>

Wis. Stat. §§ 49.147(3) and 49.159(1)(b)(3)

EFFECTIVE DATE: April 1, 2016

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PURPOSE

This Operations Memo describes CARES Work Programs (WP) and CARES Worker Web (CWW) changes that will support policies associated with the Wisconsin Works (W-2) Trial Employment Match Program (TEMP) time limits and treatment of subsidized employment and stipend payments.

BACKGROUND

BWF Operations Memo <u>16-03</u> announced the implementation of the W-2 TEMP and Expanded Noncustodial (NCP) Services pilot. The Memo provided policy regarding participation in the TEMP Custodial Parent (TMP), TEMP Noncustodial Parent (TNP), and Stipends Noncustodial Parent (TSP) placements and explained the CARES WP modifications to support the pilot.

This Memo addresses the following:

- Modifications to CARES WP screen AIWC to add the TMP and TNP placement types and a TEMP 24-month cumulative clock.
- Enhancements to the CWW W-2 Clocks Information page to read the TMP and TNP placement types and display the TEMP 24-month cumulative clock.
- Modifications to the CWW Employment page to display new labels for the "T" employment type menu and subsidy field.
- Policy reminders on treatment of subsidized employment income and stipend payments.

CARES WORK PROGRAMS

Effective April 1, 2016, CARES screen AIWC will include the new TMP and TNP placement types and TEMP 24-month cumulative clock.

AIWC WISCONSIN WORKS(W2) CLOCKS	11/11/16 10:07
	XCTA3V B YANG
LAST UPDATED: 10 31 16 CASE STATUS: OPEN	CASE MODE: ONGOING
PIN: 9510000474 NAME: JOHNNY WESTIN	
	11D MY 11D DM
	UD MX UD RM
	3 W2T: 24 0 24
NO 24MO CLK: 0 OPC: 0 OTF: 1 JOBS: 0 TNP:	1 CSJ: 24 11 13
	TEMP: 24 4 20
ELIG CLOCK FED OVR AGY AGY DEC STATE EXT EXT BEG EXT E	ND USER ID UPDATED
MTH TYPE IND RSN DEC DT DEC DEL MTH MTH	DT
1016 TNP N	CARES 10 31 16
	0111120 10 01 10
0916 TMP N	CARES 09 30 16
0910 IMI_ N	CANES 09 30 10
001 C TMD N	CAPEG 00 21 16
0816 TMP_ N	CARES 08 31 16
0316 TMP_ N	CARES 07 31 16
PFKEYS: 13=AIWO, 14=AIWE, 18/ENTER=NEXT INDIVIDUAL	PAGE 1 OF 4
NEXT TRAN: PARMS: 1000000474	MORE

Placement in TMP or TNP counts toward the TEMP 24-month time limit and 60-month state time limit. Placement in TMP or TNP does not count toward the 60-month federal time limit.

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➤ **NOTE**: Stipend payments do not fall under the category of "cash assistance," and placement in TSP is not subject to the federal or state 60-month time limit.

CARES WORKER WEB

W-2 CLOCKS INFORMATION PAGE

The **W-2 Clocks Information** page has been enhanced to read the TMP and TNP placement types and display the TEMP 24-month cumulative clock.

Individual Information								
Individual: JOHNNY WESTIN 31M PP Individual: 1000000474								
Clocks Summary								
Clock Type	Maximum	Used	Remaining	24-Month Clock Ticks from October 2009 through December 2011 Not Counted Toward 24-Month Time Limits				
60MO - 60 MONTH CLOCK	60	16	44					
CSJ - COMMUNITY SERVICE JOBS	24	11	13	0				
W2T - W-2 TRANSITION	24	0	24	0				
CMC - CARETAKER OF NEWBORN		0						
TEMP - TRIAL EMPLOYMENT MATCH PROGRAM	24	4	20					
TMP - TEMP CUSTODIAL PARENT	3							
TNP - TEMP NON-CUSTODIAL PARENT	1							
TJB - TRIAL JOBS	0		0					
OPC - OTHER PERSON CLOCK	0							
OTF - OTHER TANF	1							
JOBS - ACTIVE JOBS PARTICIPATION	0							
Federal 60 Month	12							

CARES will generate updated time limit letters and notices.

EMPLOYMENT PAGE

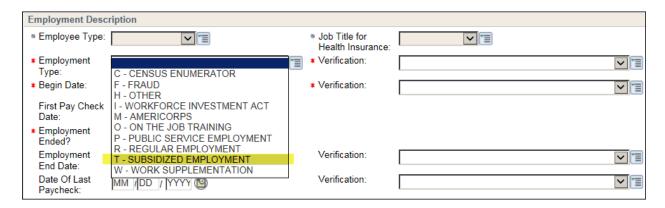
Effective April 1, 2016, the **Employment** page will display new labels for the "T" employment type menu in the **Employment Description** section and TJB Subsidy field in the **Totals and Comments** section. There are no changes to the page functionality for computing financial eligibility for assistance programs.

"T" Employment Type Menu

Old label: "T - TRIAL JOB"

New label: "T - SUBSIDIZED EMPLOYMENT"

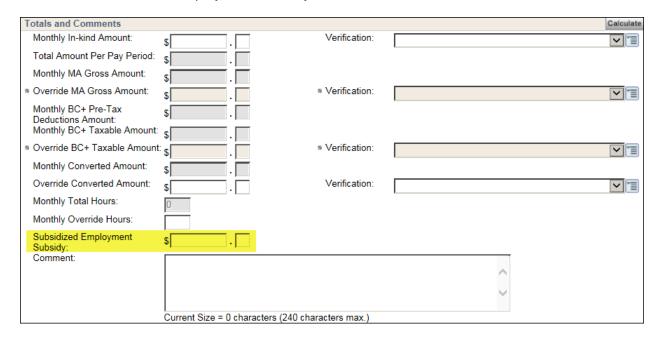
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Subsidy Field

Old label: "TJB Subsidy"

New label: "Subsidized Employment Subsidy"



The new employment type menu and subsidy field labels will display for historical records created prior to April 1, 2016.

When an individual reports a change in subsidized employment, the worker must review the **Subsidized Employment Subsidy** field and make changes if needed.

POLICY REMINDERS

SUBSIDIZED EMPLOYMENT INCOME

In keeping with current policies, subsidized wages earned as part of TEMP are disregarded for W-2 and Wisconsin Shares Child Care Assistance but are counted as income for FoodShare, BadgerCare Plus, Medicaid, and Caretaker Supplement. As noted above, the Employment page changes do not change the policies on how these wages are counted. Workers must continue to use the "T" employment type for subsidized income from TEMP and the Transform

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Milwaukee Jobs (TMJ) program (see <u>DHS Operations Memo 14-44, "Treatment of Transform Milwaukee Jobs Income"</u>).

Workers are reminded that individuals placed in subsidized employment under TEMP or TMJ are ineligible for Transitional FoodShare.

STIPEND PAYMENTS

Stipend payments are disregarded in determining financial eligibility for W-2, Wisconsin Shares Child Care Assistance, FoodShare, BadgerCare Plus, Medicaid, and Caretaker Supplement. Workers must enter stipend payments in CWW using the "OTTF – OTHER – TANF ONLY" unearned income type.

ACTION REQUIRED

W-2 agencies and child care eligibility and authorization workers must discuss these CARES changes with staff and update any relevant local agency procedures.

CONTACTS

BEPS CARES Information & Problem Resolution Center

For Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), Child Care Coordinators at http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf

For Child Care CARES/CWW, CSAW and CCPI IT systems processing questions statewide and policy questions in Milwaukee County: Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657.

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

DHS/DHCAA/BEPS/AA, JT DCF/DECE/BELP/EA DCF/DFES/BWF/BY